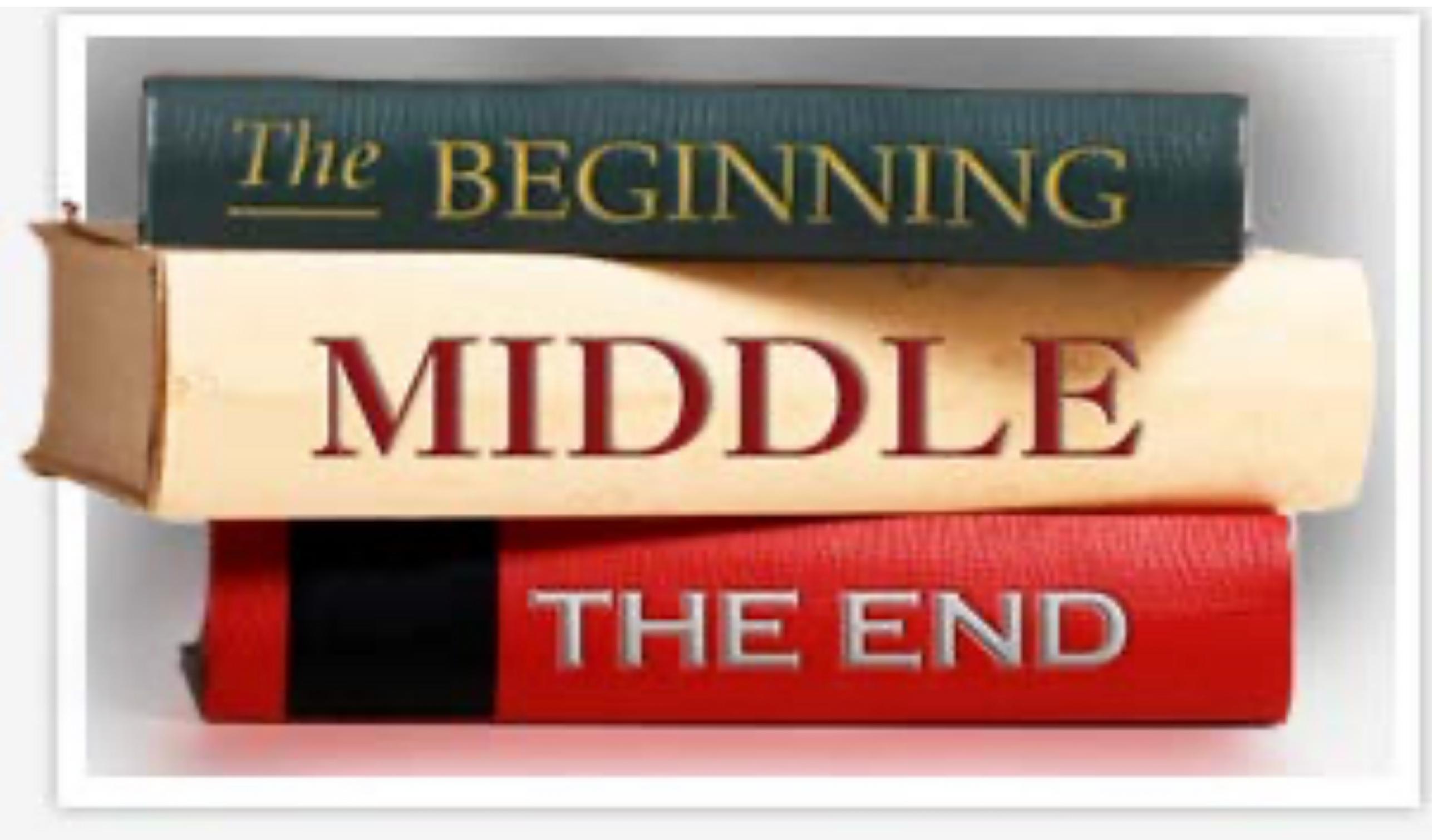
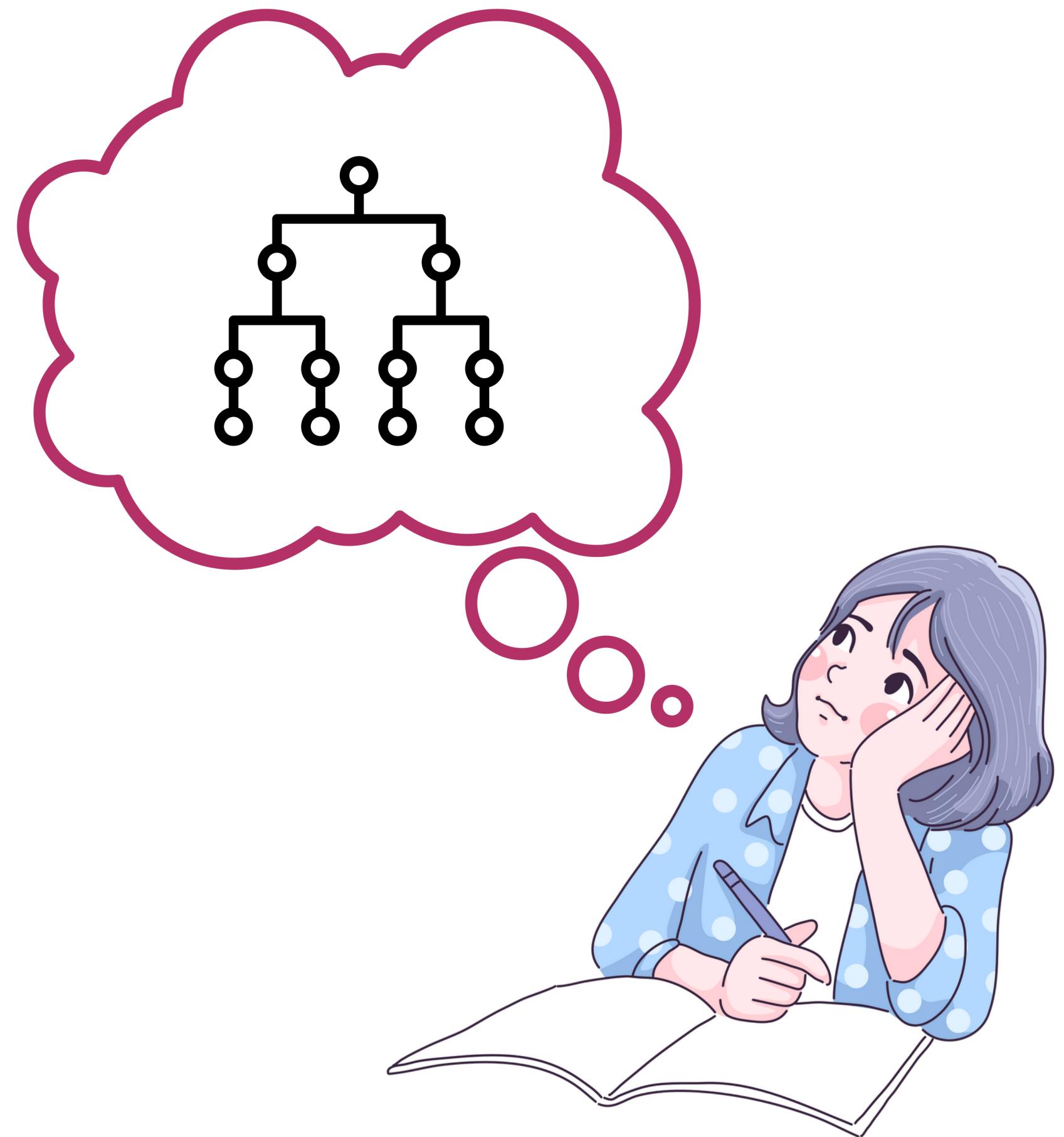


CT 3112 - PROFESSIONAL SKILLS - COMMUNICATION SKILLS

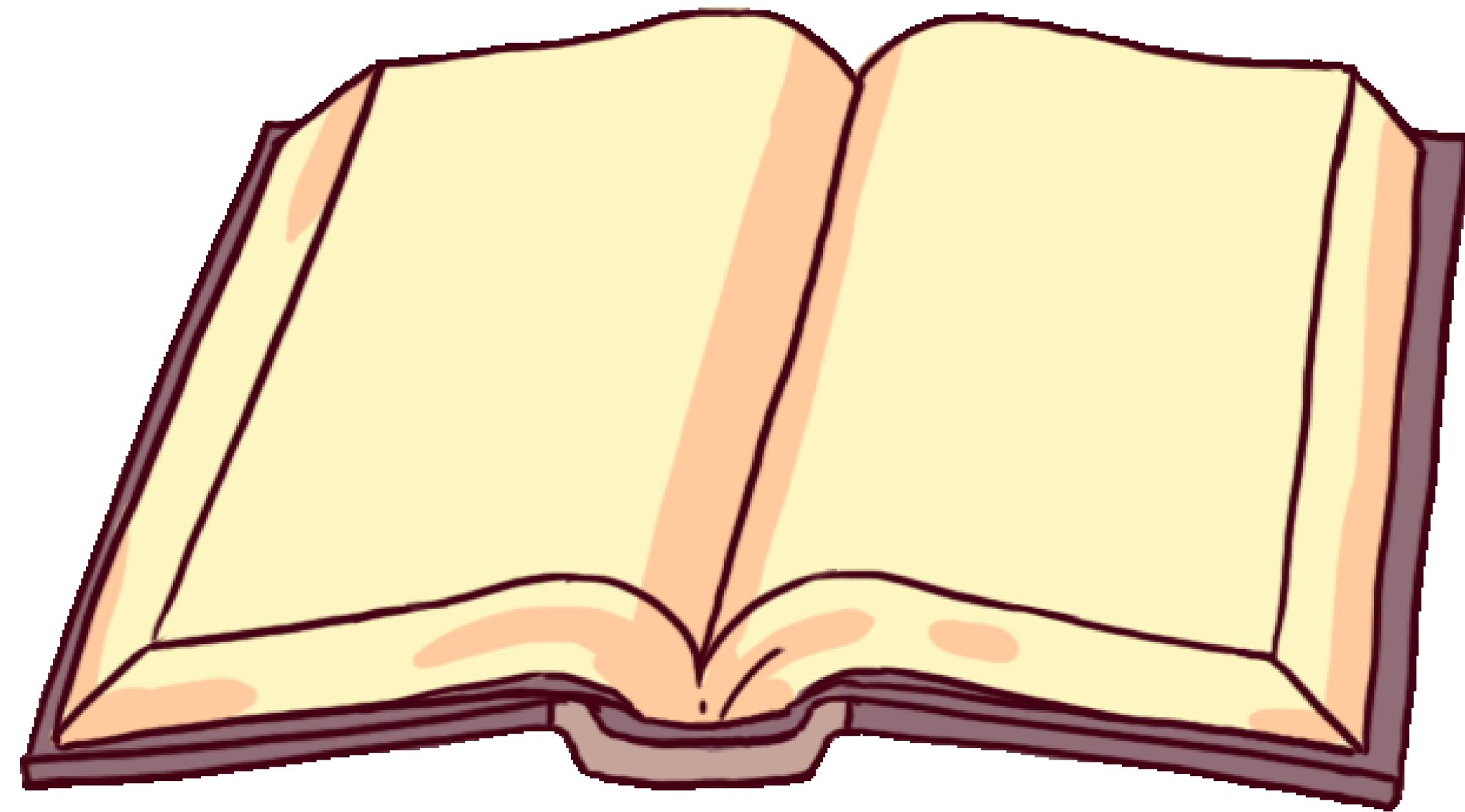
Effective Presentation skills –Structure of a Presentation

Dr. Natalia Resende





middle





The middle

- Aligned with the introduction
- Main topics
- Each main topic has subtopics
- Logical sequence

Logical sequence:

- What are the main points I need to address?
- What does the audience need to know first/second,etc?
- What do they need to know by the end?
- Are my main points structured in a logical/coherent way?
- What evidence will I use to support these points?



Content should be logical and understandable

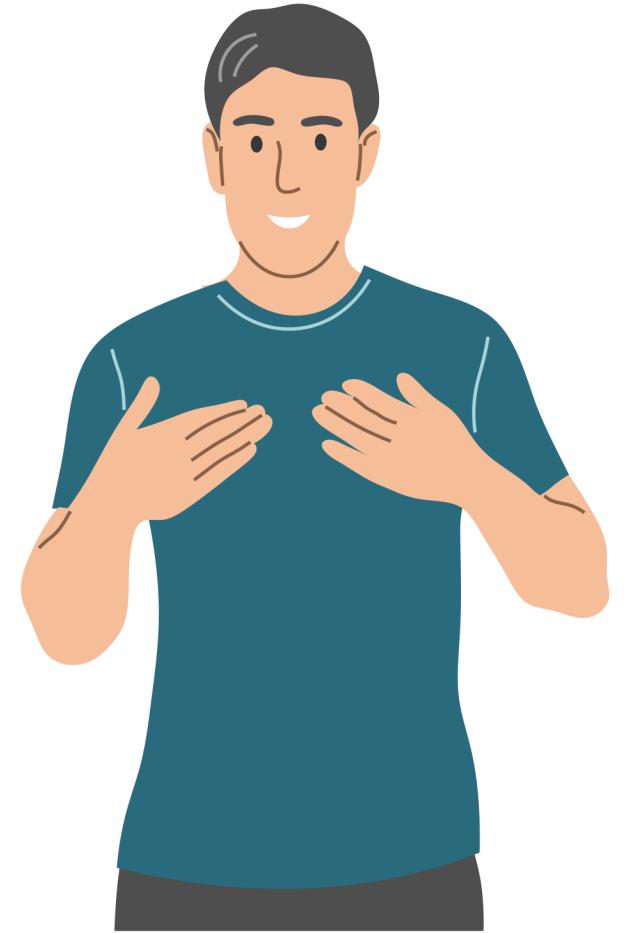
- Story boards/maps
- Simple to the complex
- Present incrementally, concisely and in order
- Chronological order
- Clear sections and headings to provide structure
- Lead from one point to another

Begin the first topic:

*"I would like to **start** by showing you..."*

*"The **first point** I would like to address is..."*

*"Let me **first** introduce/stress/show/present..."*



Develop this point:

"This is important especially because..."

"This is problematic because..."

"The solution we bring for this is..."



Conclude the first topic:

"We can see from this example that..."

"As the evidences show..."

"As graphs 1 and graphs 2 show..."



Begin the second topic:

"Secondly, I would like to show..."

"The second point I would like to address is..."

"Another important issue of consideration was ..."



develop the second topic:

"another important point here is ..."

"This means that..."

"In addition to the first point..."



Conclude the first topic:

"We can see from this **second** point that"

“By following this argument we can now see that ...”

"We can assume..."

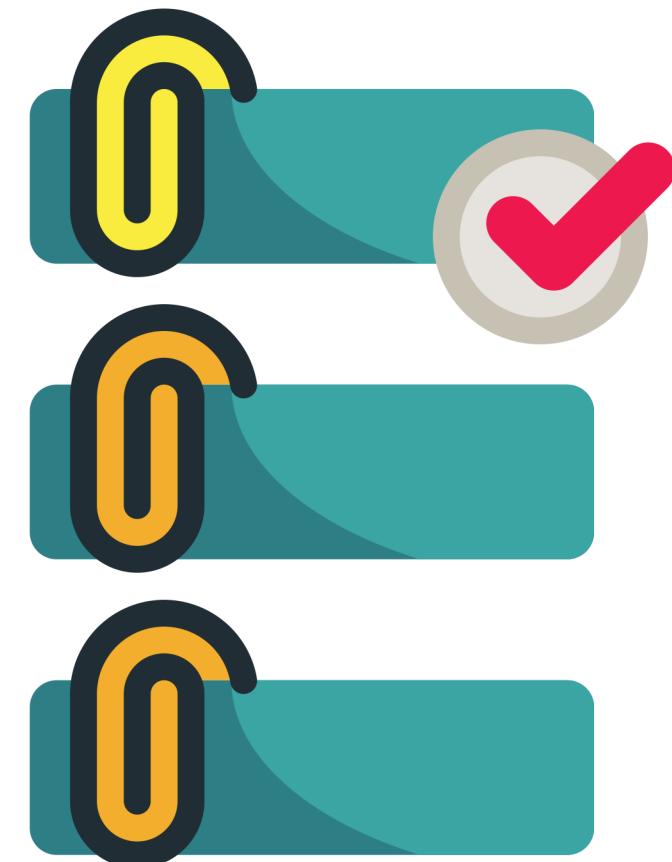
"this shows..."



A third topic could be the last one or not.

"Finally, we need to look at..."

*"The **last point** I would like to address is..."*



Last topic:

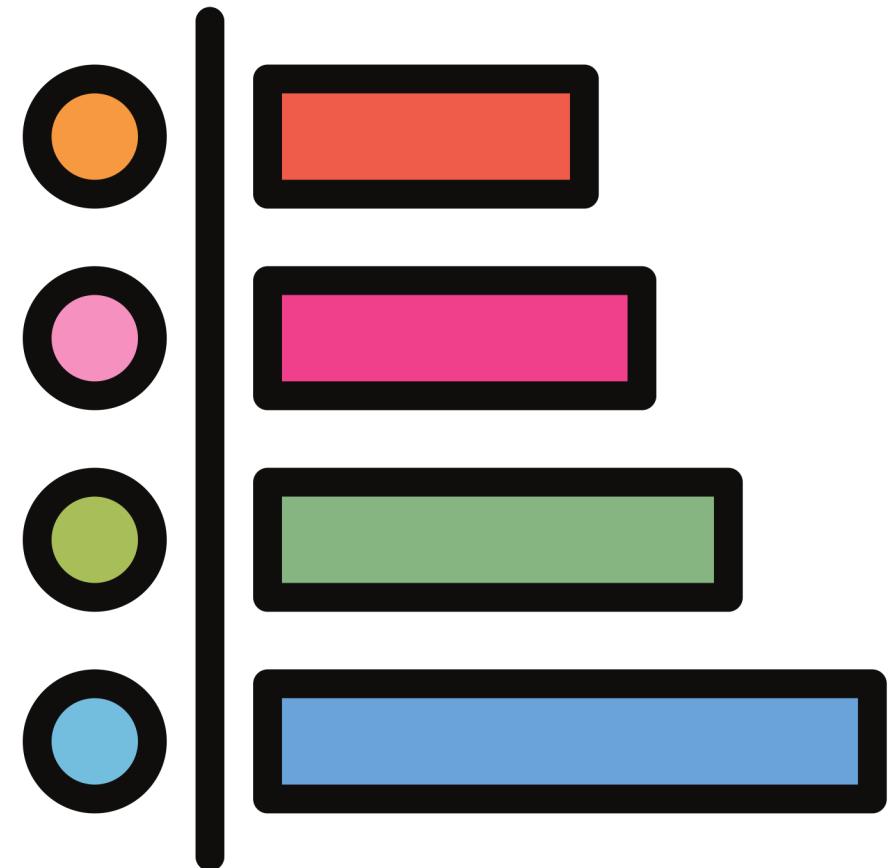
Add a conclusion considering the previous topics:

"This situation exists because..."

"It's worth noting that..."

"Taken together, these results show that there is enough evidence..."

"Considering all these points, we can assume that ..."



Each topic should follow this structure:

- Introduction to the topic
- development with supporting evidence
- conclusion

This structure also shows that you should develop the narrative incrementally using vocabulary that signalises this: "***in addition***", "***another point/evidence***", "***It is worth noting..***"

Other techniques

Comparisons

"comparing the first graph with the second graph, we can see that..."

Emphasis

"'d like to stress that..."

Analogy

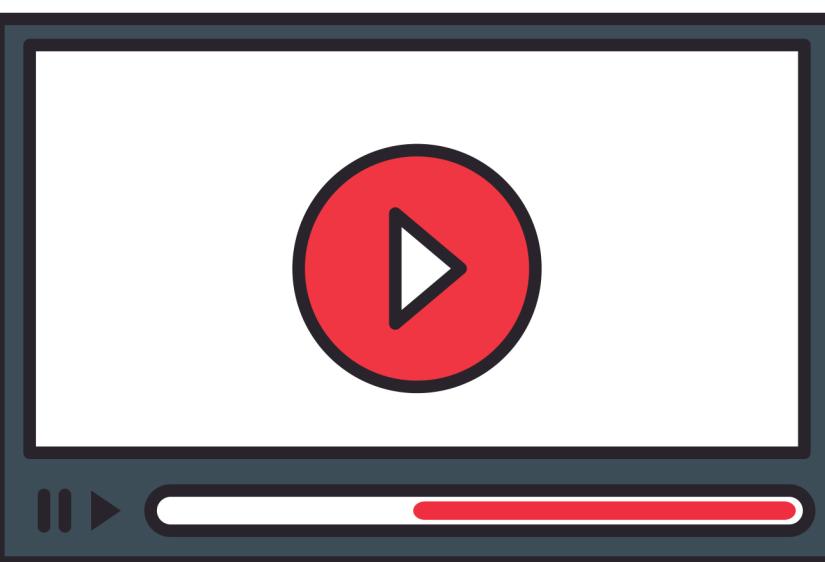
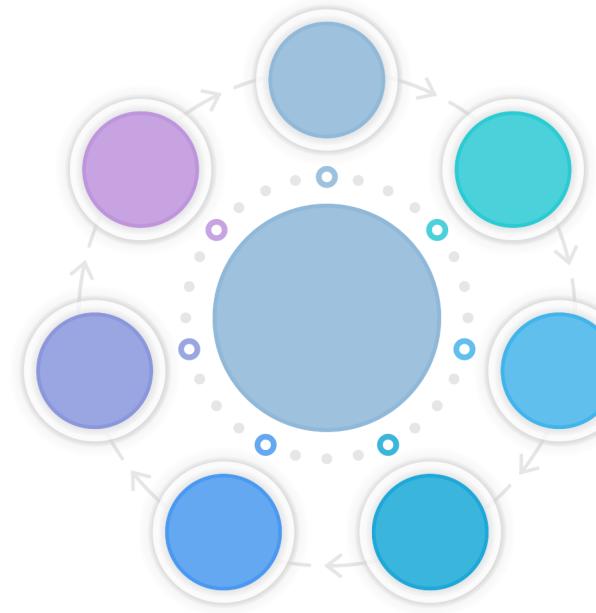
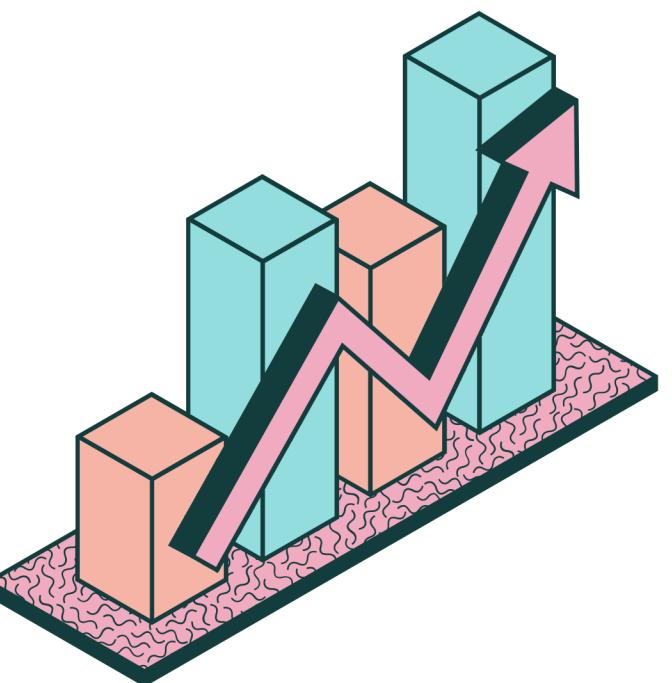
"This is similar to..."

"This is in a sense analogous to..."

When developing the topic:

Visual Aids

- Diagrams
- Pictures
- Videos
- Testimonials



When considering using supportive material think about:

- What will add clarity
- What will add authority
- What will add entertainment

Timing

- 3 key points are sufficient for a 10-15 minute presentation
- 6 key points are sufficient for a 30 minute presentation
- 8 key points are sufficient for a 45 minute presentation